

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE**

**TRANSFER OPPORTUNITY**



**RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES**

**HEALTH PROGRAM ANALYST II**

The Service Area 8 Administrative Office, located in Long Beach, is seeking qualified, highly motivated candidates to assume analyst responsibilities for Service Area 8.

**ESSENTIAL JOB DUTIES:**

- Oversight of contracted providers in the service area to ensure compliance with county, state and federal regulations including review of contracts and contract amendments for accuracy, analyze/monitor/evaluate negotiation packages (with budgets), financial summaries, program descriptions, and sub-program schedules, monitoring, technical assistance, and problem identification and resolution.
- Develop data collection, tracking and reporting systems for information streaming from contractors, directly-operated clinics, central administrative units and internal administrative office operations in order to make verbal and written reports and recommendations to District Chief and other management staff.
- Conduct site visits for making recommendations for corrective action or for instituting new or improving existing mental health programs, offering technical support in any needed areas, i.e. non-compliance.
- Coordinate service area planning and implementation, including contractor operations, with other County and DMH bureaus including Human Resources, Budget, Contracts, Compliance, Program Review, and CEO.
- Lead, coordinate and/or facilitate ongoing dialogue with providers, community partners, and other groups and organizations, in a variety of venues, to consider policy issues, resources, services (existing and needed), barriers to service, responsiveness of programs to consumer/community needs.
- Plan, assign, and evaluate the work of all subordinate staff, including interviewing, selection, training, counseling, and disciplining as necessary.
- Attend all relevant department, provider and community meetings.
- Function as part of the Service Area administrative team and complete special assignments as required.

**DESIRABLE QUALIFICATIONS:**

- Experience with contract and negotiation package review.
- Experience in data collection and analysis.
- Possession of excellent communication skills, both verbally and in written form.
- Word, Excel
- Excellent organizational and interpersonal skills.
- Ability and desire to work in positive and effective team environment.

Interested individuals currently holding the title of Health Program Analyst II are encouraged to contact Lorrie Horst via phone or email listed below **no later than 5:00 PM on Friday, February 27, 2015, to:**

**Lorrie Horst, HPA II  
lhorst@dmh.lacounty.gov  
PHONE: (562) 435-3146**